

Attachment #1:

Birth through Pre-Kindergarten Worker Procedures



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General Guidelines for Supervision of Workers

Preschool Ministry (Birth through Pre-Kindergarten):

1. A minimum of two care givers (one being an adult) must be present with each group of children regardless of how few children are in attendance. Teen workers must be 8th grade or older.
2. When children are taken out of the classroom (playground, bathroom, etc.) the teachers are to take a count of the children to insure all are present.
3. Only assigned workers are allowed to stay in preschool rooms or to be in preschool area during sessions.
4. A positive approach to discipline will be practiced. Clear, consistent, age-appropriate limits will be established to help the children function appropriately. Corporal punishment is never allowed. Parents will be summoned if a problem cannot be resolved by the classroom teachers.
5. The Director of Education or Children's Ministry Director must approve any children's activities that are held off-site. Parental permission will be secured for off-site activities and there will be a minimum of two adults present. All activities for children, on or off the church campus, must be scheduled on the official church calendar.

Security

Security System

As stated in the Child and Worker Protection Manual, all children's workers must wear church provided ID badges while serving in a church program. All children (ages birth through Prekindergarten) are required to wear a security sticker while in a church program. (Kindergarten age children are required to wear a security sticker on Sunday mornings only) Children in 1st – 4th grades do not need to use the security stickers. Visitors will be provided visitor stickers with security numbers on them. Parents can obtain security stickers at the check-in stations in the foyer or West Nursery hall.

1. As each child arrives check to make sure the adult dropping of the child has completed a security/name label and placed it on the child's back.
2. No child is allowed in the class without a security tag.
3. Read the label for any special instructions.

4. Children will be released to parents at the door of the classroom for children who are in the preschool. The adult picking up the child must present a security sticker.
5. Workers are to compare the number on the parent's sticker to the number on the child's label before releasing the child.
6. Place the child's label and the matching sticker together on a red sheet of paper kept by the classroom door.
7. Children are not to be released to another child or teen without prior permission from a team leader or Children's Ministry Director.
8. If a parent has misplaced his security label contact one of the Team Leaders or the Children's Ministry Director before releasing the child.

Diapering Procedure

Check diapers often (at least once each hour). Check diapers upon arrival, after nap or feeding, mid-way through the session, and always before parents are scheduled to return.

1. Diaper changes will only be done by women who are working in the classroom. Under no circumstances shall a man (other than the father of the child) be allowed to change a child's diaper
2. Gather diaper and other items from diaper bag before beginning to change the baby. Carefully supervise babies on changing tables. Never leave a baby unattended on a changing table, even for a second.
3. Place changing paper on the diaper changing pad.
4. Put on plastic gloves from dispenser.
5. Change the child's diaper.
6. Wrap diaper, wet wipes, and gloves in the changing paper.
7. Dispose of the wrapped items in the blue "diaper sack" provided.
8. Tie the sack and place it in the trash container.
9. After a clean diaper is put on, wash the child's hands with soap and running water.
10. Wipe the diaper changing pad with a disinfectant wipe. Let the surface air dry or wipe it with a paper towel if you need to use the changing pad before it is dry.
11. Wash your hands.

Disinfecting "Mouthed" Items

1. Fill one sink 1/3 full of warm water, add one squirt of dish soap, and agitate.
2. Fill the tub in the other sink to the fill line with warm water, add two tablespoons of bleach.
3. As soon as the child puts down a toy a he has mouthed dip, the toy in the soapy water.
4. Rinse under running water over empty part of sink.
5. Dip in bleach solution.

6. Let dry in the drainer.

Snacks

Snacks are provided by the church. Each classroom is provided a container with a lid for storing a small amount in the classroom. Snacks for replenishing the classroom tub are stored in the resource room or under the counter in the nursery area.

1. Serve only the snacks provided by the church unless prior arrangements and approval has been made for a special snack or for a health reason.
2. Check children's name labels for information on food allergies.
3. Serve snacks at the table (or children sitting on the floor). Do not allow children to walk around the room with snacks or to eat snacks on the carpet.
4. Water is served to drink. Children must drink sitting at the table or sitting on the floor. For safety and health reasons, children are not allowed to carry sippy cups around the room.

Bathroom Procedure

When possible, children will be encouraged to take care of their own bathroom needs. For our nursery through Kindergarten kids, we have bathrooms located in or near our children's classrooms. For bathrooms inside a classroom, a child may use the bathroom, but a children's worker needs to be near the bathroom to assist if needed. Should assistance be required, the outer bathroom door must remain ajar while the teacher assists the child. All children must wash their hands before rejoining the class and the children's worker must remind the child and inspect their hands.

For bathrooms that are located outside of the classroom, one children's worker must stay with the class in the classroom, while one takes the children to the bathroom area. Once there, the children's worker needs to remain outside of the bathrooms to collect all the children they brought to the bathrooms. (Note: male teachers may only help in boy's bathroom and ladies may only help in girl's bathroom). All children must wash their hands before rejoining the class and the children's worker must remind the child and inspect their hands.

Hand Washing

Procedure for proper hand washing

1. Wet hands with warm water.
2. Using antibacterial soap, lather well beyond wrists.
3. Work all surfaces thoroughly including wrists, palms, back of hands, fingers, and under fingernails-Rub hands together for at least 15-20 seconds.
4. Thoroughly rinse with clean water. Be sure not to touch side of sink.
5. Dry hands completely use towel to turn off water.

Teachers need to wash their hands

1. When they arrive in the room
2. Before preparing food
3. Before eating or feeding a child
4. After using or helping a child use the toilet
5. After changing diapers
6. After cleaning a child who has spit up
7. After wiping a child's nose
8. After handling soiled clothes or other contaminated items

Children need to have their hands washed

1. After diapers are changed
2. After using the toilet
3. Before eating snacks

Illness Policy

In order to provide a safe, healthy environment for our children we ask that you not bring your child to class any time they exhibit any of the following symptoms.

- Runny nose that is green or yellow in color;
- Fever within the previous twenty-four hours (child must be fever free for 24 hours without the aid of medication);
- Vomiting and/or diarrhea within the previous twenty-four hours;
- Contagious rash, skin infection and/or pimple or boil like wounds;
- Sore throat;
- Excessive cough or croup;
- Pink eye and other signs of an eye infection or conjunctivitis such as red eyes and/or drainage from the eyes;
- Head lice (child must be free of all nits);
- Any symptoms of childhood diseases such as scarlet fever, measles, mumps, chicken pox, or whooping cough.

Caring for Babies and Toddlers

1. To protect developing muscles and bones, pick up babies by placing both hands under their arms. Babies are never lifted by pulling on one arm.
2. Hold babies while giving them a bottle. Bottles are never propped. Older infants can hold their own bottle but are not allowed to carry the bottle around the room as it could be shared or perhaps lost.
3. Label diaper bags and other personal items upon arrival.

4. Follow all health and hygiene procedures.

Caring for Preschoolers

1. Label personal items (i.e., sippy cups, diaper bags).
2. Provide a variety of activities including but not limited to puzzles, games, books, block play, housekeeping, and art activities. Messy activities are kept at the table and on the tile floor. Children are not allowed to wander from the table with play dough or other messy items.
3. Keep conversation with other adults in the room to a minimum to allow yourself the opportunity to converse with the children. Play with the children. Sit with them on the floor. Talk with them about what they are doing.
4. Videos are allowed on occasion for a special event or longer service. Use of a video must be approved of by the Children's Ministry Director or child care coordinator.
5. Preschoolers who are learning bathroom skills need special attention:
 - a. be patient and encouraging
 - b. offer, but do not force
 - c. check regularly if the child would like to use the bathroom
 - d. offer to give help as needed
 - e. if a child is wearing training pants or a pull up, check often
 - f. be helpful without overlooking the needs of other children in your care.
 - g. When assisting a child in a restroom, leave the door open. Never be alone with a child.

Classroom Use Guidelines

Arrival

- Prepare bleach solution for disinfecting mouthed toys.

Windows

- Open blinds to the room to allow light in.
- Windows of classroom doors must remain uncovered to allow a clear view of classroom activities.

During the session

- Follow all hygiene and cleaning procedures in this booklet and/or posted in the classroom.

End of Session

- Straighten shelves and learning centers (dolls in doll beds, books on shelf, dishes in

- housekeeping unit, blocks and cars neatly arranged, etc.).
- Return all materials to the cabinet and/or resource room.
 - Wipe off tables and counter tops using disinfectant wipes.
 - Push in chairs.
 - Remove sheets from cribs and place in laundry container in Room 151
 - Wipe down crib mattresses and/or cots with disinfectant wipes. Stand mattresses up in the crib to indicate the bed has been cleaned and is ready for use.
 - Turn off CD player.
 - Lower and close blinds.
 - Turn off lights.